

60th Annual Northeast Fish and Wildlife Conference

REQUEST FOR SPECIAL SYMPOSIA, WORKSHOPS AND SMALL GROUP MEETINGS

Event Type ☐ Symposium ☐ Workshop ☐ Small Group Meeting ☐ Other _____
(check one)

Title of Event: _____

Contact Name: _____

Organization/Agency: _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-mail: _____

Would you like this event published in the conference program? __Yes __No
If a symposium, submit 1 abstract for the session **and** 1 abstract for each presenter.

ARRANGEMENTS AND NEEDS:

Estimated Group Size: _____

Preferred Date (check one): __Sun 4/25 __Mon 4/26 __Tues 4/27 __Wed 4/28

Preferred time slot: _____ Alternate choice: _____

Set-up Arrangements (check one):

- | | |
|---|---|
| <input type="checkbox"/> Conference (round table with chairs) | <input type="checkbox"/> Classroom style (tables with chairs) |
| <input type="checkbox"/> Theatre style (no table, chairs in rows) | <input type="checkbox"/> Reception (no tables/chairs) |

Audio/visual needs (check any):

- | | |
|--|--|
| <input type="checkbox"/> Slide projector | <input type="checkbox"/> Data*/video projector
(* Presenters should provide their own laptops.) |
| <input type="checkbox"/> Screen | <input type="checkbox"/> VCR |
| <input type="checkbox"/> Other: _____ | |

Do you want food or beverage service provided?

☐ Yes ☐ No

(If yes, you need to contract independently with the hotel. We will provide information on who to contact at the hotel.)

SPECIAL INSTRUCTIONS:

Complete a separate form for each special meeting or event. Space is limited; return by Dec. 1, 2003 to:

Cindy Delaney
Delaney Meeting and Event
Champlain Mill #36
One Main St
Winooski VT 05404
(802) 655-7769 FAX (802) 655-6098
E-mail: cindy@delaneymeetingevent.com